

January 9, 2007

**Transmittal # 206**

For: Volume VII Distribution

The following revisions have been made to Volume VII, Section III, Chapter A, Child Protective Services (CPS). The policy becomes effective upon receipt, and incorporates changes required by legislation that became effective July 1, 2006.

Please update your CPS Policy manual with the following changes. Because many CPS policy users now use the on-line policy for reference and page numbers may vary with different printers, the exact section for each policy change is provided so the change can also be located on-line. The pages referenced in the transmittal refer to the hard copy printed at the Home Office. CPS policy, including this transmittal, is now available on-line at

<http://www.localagency.dss.state.va.us/divisions/dfs/cps/manual.cgi>

*All additions to policy are in italics.* Some deletions are denoted by ~~strikethrough~~.

Part/Title	Pages	Significant Changes
<b>Part II: ABUSE AND NEGLECT</b>		
Section C, Definition of Physical Neglect	32	Code change adds definition of neglect to include a person who knowingly leaves a child in the care of person, not related by blood or marriage, who is required to register as a violent sex offender
Section E, Definition of Mental Abuse	42	Include Mental Neglect in definition
<b>Part III: COMPLAINTS &amp; REPORTS</b>		
Section A, 1.1 & 1.4 Mandated Reporters	51	Adds eligibility workers and persons over the age of 18 who have received training to recognize and report suspected child abuse or neglect;  Clarifies that mandated reporters must provide information to the CPS worker even if they are not the complainant
Section A, 2.5 Exception to Initiating or Completing Investigation or Family Assessment	55	Adds family assessment

<b>Part/Title</b>	<b>Pages</b>	<b>Significant Changes</b>
Section E, Jurisdiction	73	A local department cannot take jurisdiction for a CPS report if the abuse occurred in another state and the alleged abuser does not reside in Virginia
Section G – Screening Complaints for Priority and Initial Response	85	Establishes required response times for CPS reports
<b>PART IV: FAMILY ASSESSMENT</b>		
Section C, Initial Safety Assessment	108	Clarifies the need for initial safety assessment
Section E, Mandated Contacts	118	References Department Policy for provision of services to clients with limited English proficiency (LEP)
<b>PART V: INVESTIGATION</b>		
Section A, 3.6 and 3.6.1 Additional Actions to be Taken When Child is Removed and Searches Required for Emergency Placement	134-135	Incorporates Code changes requiring certain background checks on individuals when an agency has assumed emergency custody of the child who needs an emergency placement
Section C, Initial Safety Assessment & Safety Plan	143	Adds explanation to safety assessment
Section E, Mandated Contacts	153	References Department Policy for provision of services to clients with limited English proficiency (LEP);  Clarifies requirement for face to face interview with victim and abuser even when interview is conducted by another member of the investigation team
<b>PART VII: REPORTING FINDINGS</b>		
Section C, Unfounded Dispositions	215	Corrects Code citation for retention period of unfounded complaints
Section D, Family Assessments	216	Corrects Code citation for retention period of Family Assessments
<b>PART XI: OUT OF FAMILY INVESTIGATIONS</b>		
Section D, Non Designated Out of Family Investigations	278	Clarifies the requirement that staff be qualified to conduct

Part/Title	Pages	Significant Changes
		these investigations
<b>PART X11: APPEALS</b>		
Section A, Local Conference	296	References Department Policy for provision of services to clients with limited English proficiency (LEP)

If you have questions about any of these CPS Policy changes, please contact your CPS Program Consultant.



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Commissioner